



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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*"To Enrich Lives Through Effective And Caring Service"*

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April 02, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AMENDMENT OF TITLE 2 – TO REFLECT THE TRANSFER OF THE RECORDS MANAGEMENT  
PROGRAM  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the County Code to reflect the transfer of the County's Records Management Program from the Chief Executive Office (CEO) to the Registrar-Recorder/County Clerk (RR/CC). This action was initially approved by the Board on January 18, 2011, with the allocation of two positions to facilitate the new Countywide Records Management Program.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 2, Administration, of the County Code to reflect the earlier transfer of the County's Records Management Program from the CEO to the RR/CC by deleting Section 2.08.070 (Department of Chief Administrative Officer – Records Management Program) – and by adding Section 2.32.370 (Registrar-Recorder/County Clerk – Records Management Program).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This action is purely administrative, and revises the County Code to reflect the transfer of the County's Records Management Program from the CEO to the RR/CC. The RR/CC already has assumed the lead role in the County's Records Management Program, and taken responsibility for the development and administration of Countywide records management efforts.

As part of the Fiscal Year 2010-2011 Supplemental Budget, we allocated one Administrative Services Manager I and one Administrative Services Manager III to the RR/CC to facilitate the new Countywide Records Management Program. This action was approved by the Board on January 18, 2011.

The RR/CC is currently reviewing and revising the draft County General Records Retention Schedule, and will present their recommendations along with individual Departmental Records Retention Schedules, and relevant Countywide records management policies and guidelines for the Board's adoption.

### **Implementation of Strategic Plan Goals**

The Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The shift in administration of the County's Records Management Program from the CEO to RR/CC has generated slight additional costs for RR/CC, and resulted in a cost savings for the CEO.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The accompanying ordinance implementing amendments to Title 2, Administration, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

None. This action is purely administrative.

The Honorable Board of Supervisors

4/2/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

SJM:AE:ra

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Registrar-Recorder/County Clerk  
Affected Departments

## ANALYSIS

This ordinance amends Title 2 – Administration, of the Los Angeles County Code  
by:

- Repealing Section 2.08.070 (Department of Chief Administrative Office - Records management program); and
- Adding Section 2.32.370 (Registrar-Recorder/County Clerk - Records management program).

JOHN F. KRATTLI  
County Counsel

By:  \_\_\_\_\_

Requested: 02-15-13  
Revised: 03-12-13

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 2 - Administration of the Los Angeles County Code, relating to the Records Management Program.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 2.08.070 (Chief Administrative Office) is hereby deleted in its entirety:

**~~2.08.070 Records management program.~~**

~~A. The chief administrative officer shall develop and administer a comprehensive records management program, so that appropriate control and maximum economy is realized in the creation, maintenance, protection and disposition of records and forms by all departments of the county, by all public entities, and by all public bodies for which the board is required by law to adopt an annual budget.~~

~~B. He/she shall provide counsel, assistance and direction to agencies referred to above in all matters related to the management and control of records and forms, including but not limited to correspondence management; the evaluation, design, consolidation, simplification and reproduction of forms; filing equipment and systems; records protection systems such as microfilming; storage; and disposal of records and preservation of historical documents. He/she shall prepare and maintain records management manuals which provide guidance to all agencies referred to above. He/she shall recommend to the board retention and disposition schedules for all records of agencies referred to above. Each agency whose schedule is approved by the board may make modifications thereto from time to time. Such changes must be approved by the chief administrative officer and shall in no event reduce record retention periods~~

~~below the periods required by law. He/she may require the designation of departmental records and forms coordinators.~~

**SECTION 2.** Section 2.32.370 (Registrar-Recorder/County Clerk) is hereby added to read as follows:

**2.32.370 Records management program.**

A. The registrar-recorder/county clerk shall develop and administer a comprehensive records management program, so that appropriate control and maximum economy is realized in the creation, maintenance, protection and disposition of records and forms by all departments of the county, by all public entities, and by all public bodies for which the board is required by law to adopt an annual budget.

B. He/she shall provide counsel, assistance and direction to agencies referred to above in all matters related to the management and control of records and forms, including but not limited to correspondence management; the evaluation, design, consolidation, simplification and reproduction of forms; filing equipment and systems; records protection systems such as microfilming; storage; and disposal of records and preservation of historical documents. He/she shall prepare and maintain records management manuals which provide guidance to all agencies referred to above. He/she shall recommend to the board retention and disposition schedules for all records of agencies referred to above. Each agency whose schedule is approved by the board may make modifications thereto from time to time. Such changes must be approved by the registrar-recorder/county clerk and shall in no event reduce record retention periods below the periods required by law. He/she may require the designation of departmental records and forms coordinators.

**SECTION 3.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[208070KPCEO]